NXPowerLite™
DESKTOP EDITION 5

User Manual
Version 5.0, January 2011

neuxpower
MAKING FILES SMARTER™

Introduction

NXPowerLite Desktop Edition radically reduces the size of Word documents, Excel® spreadsheets, PowerPoint® presentations, PDF documents and JPEG images. They remain in their original format, with no discernible loss of quality - and there's no need to unzip before using them.

It's incredibly easy to use. Simply select a file, choose your compression level and click the 'Optimize' button.

If you use Lotus® Notes®, Microsoft® Outlook®, Outlook® Express or Windows® Mail, NXPowerLite Desktop Edition will automatically optimize email attachments as they are sent.

System Requirements

NXPowerLite Desktop Edition is compatible with PCs running Microsoft® Windows® 2000 or later. Microsoft® Office integration requires Office 2002-2010 (32-bit). NXPowerLite does not require Microsoft® Office or Adobe® Acrobat® to be installed, although better results will be achieved with some Word files if Microsoft® Word is installed.

File Types Optimized

Microsoft® Word (97-2010)
Microsoft® Excel® (97-2010)
Microsoft® PowerPoint® (97-2010)
PDF
JPEG
Standard ZIP archives containing the above

Supported Email Clients

Lotus® Notes® (6.0-8.5)
Microsoft® Outlook® (2002-2010 32-bit)
Microsoft® Outlook® Express (6.0+)
Microsoft® Windows® Mail (6.0+ 32-bit OS)

Installation

Initially, the NXPowerLite Desktop Edition installer will ask you to choose your setup type. The options are 'Typical', 'Custom', or 'Complete'.

If you choose 'Typical' or 'Complete', NXPowerLite will be installed, along with add-ins that integrate NXPowerLite with Windows® Explorer, Microsoft® Office and supported email clients. If you choose 'Custom', you'll be given the option to choose which add-ins are installed.

Explorer integration will enable you to optimize a file by right-clicking it in Windows® Explorer and selecting 'Optimize with NXPowerLite...'.

Word, Excel® or PowerPoint® integration will enable you to optimize a file by selecting 'Optimize with NXPowerLite...' from the application's 'File' menu (Office 2000-2003) or 'Add-Ins' tab (Office 2007-2010).

Email client integration will enable you to automatically optimize email attachments as they are sent (see '**Email Client Integration**').

To uninstall NXPowerLite, select it from the 'Add/Remove programs' list in Windows® Control Panel.

NOTE: There are additional bulk deployment options which allow amentments to NXPowerLite's default email integration behavior. Please see the 'NXPowerLite Deployment Guide' document for details.

Registration

When you first start NXPowerLite Desktop Edition, it will open in 'Evaluation Mode'. This mode is designed for people that want to test NXPowerLite before buying the software. You can use NXPowerLite for 30 days in Evaluation Mode. After 30 days, you'll need to enter your 25-character registration code to continue using NXPowerLite.

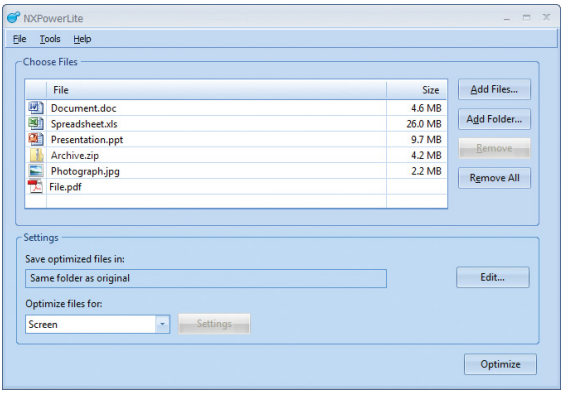
To enter your registration code, either click on the 'Enter Code...' button that appears at the bottom of the NXPowerLite 'About' screen, or select 'Enter registration code...' from NXPowerLite's 'Help' menu. A window will appear containing boxes for you to enter your name and code.

You should have received your registration code when you purchased NXPowerLite (it's usually sent via email).

If you didn't receive a code, or if you've lost it, there is a 'Registration Reminder' tool available at www.neuxpower.com/support.

Getting started

The main NXPowerLite Desktop Edition window looks like this:



To optimize a file, either drag it onto the window or select it using the 'Add Files..' button. You can select all Word, Excel®, PowerPoint®, PDF, JPEG or ZIP files within a folder by clicking the 'Add Folder...' button.

If a ZIP file is selected, NXPowerLite will optimize any Word, Excel®, PowerPoint®, PDF or JPEG files within it. Please note that NXPowerLite can only open standard/legacy ZIP archives.

To remove a file from the list, select the file and either hit the 'Delete' key or click the 'Remove' button.

Next, choose an optimization level.

The default option, 'Screen', is suitable for most purposes. Files will look great on screen, but may not be suitable for high quality printing.

'Print' can be used if high quality printouts are required. Files will be print-quality, but file sizes will be slightly larger.

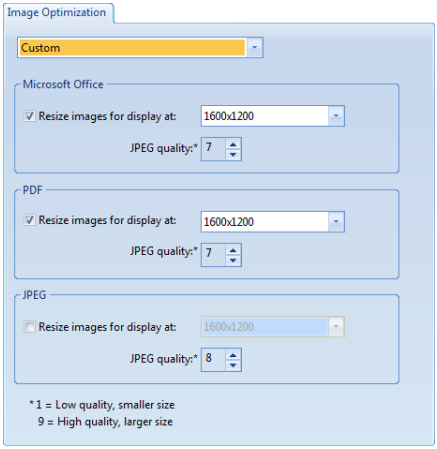
'Mobile device' can be used if files only need to be viewed on cellphones or PDAs. File sizes will be tiny, but picture quality may be poor on larger screens.

Once you've chosen an optimization level, click the 'Optimize' button to optimize your files.

Custom Optimization Settings

Custom optimization settings enable you to fine-tune NXPowerLite Desktop Edition's performance. When 'Custom' is selected in the main NXPowerLite window, the 'Settings' button becomes active. Clicking this button opens the 'Settings' window. Once custom settings have been set, NXpowerLite will remember them if you select another profile. When you re-select 'Custom', the most recently used custom settings will be displayed.

Image Optimization tab



In this tab, you can view the settings for each pre-set optimization profile and amend custom settings. Each profile's settings can be viewed by selecting it in the profile drop-down list. Custom settings can be viewed and edited by selecting 'Custom' in the profile drop-down list.

'Resize images' enables NXPowerLite to resize large images to a more appropriate size (please note that this setting is now disabled by default, a change from previous versions of NXPowerLite, which will result in improved visual quality but slightly larger file sizes).

The 'Resize for display at:' drop-down list allows you to select the target screen resolution that you expect your files to be viewed at (please note that the 'Screen' and 'Mobile device' default settings have changed from previous versions of NXPowerLite ('Screen' has changed from 1024x768 to 1600x1200 and 'Mobile device has changed from 480x480 to 800x600), which will result in improved visual quality but slightly larger file sizes).

Adjusting 'JPEG quality' will affect the size of your files, but also the quality of JPEG images. Higher quality will generally result in a larger file size, but better looking pictures. The default setting of '7' ('8' for JPEG files) offers the best trade-off between file size and quality (please note that the default settings have changed from '6' in previous versions of NXPowerLite, which will result in improved visual quality but slightly larger file sizes).

Dots Per Inch (DPI)

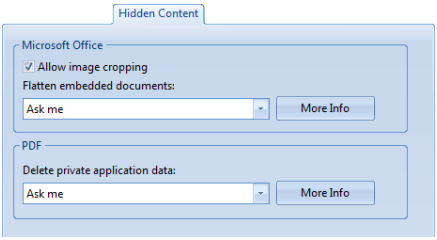
NXPowerLite does not include dots per inch (DPI) settings. Please use the information below to match a target screen resolution to your preferred DPI.

320 x 240 = 40dpi
480 x 480 = 60dpi
640 x 480 = 80dpi
800 x 600 = 100dpi*
1024 x 768 = 128dpi
1280 x 1024 = 160dpi
1440 x 900 = 180dpi
1680 x 1050 = 210 dpi
1600 x 1200 = 200dpi**
1920 x 1200 = 320dpi

* = 'Mobile device' default

** = 'Screen'/'Print' default

Hidden Content Tab



It is possible to gain some further reductions in file size by removing hidden data from files. NXPowerLite can remove different types of data depending on the file type.

Microsoft® Office: image cropping 'Allow image cropping' enables NXPowerLite to remove any portions of images that have been cropped within Word, Excel® or PowerPoint® files.

Microsoft® Office: Flatten embedded objects Embedded documents are items created by another application that have been embedded within a document, spreadsheet or presentation. If NXPowerLite Desktop Edition finds embedded documents within your Word, Excel® or PowerPoint® files, it will ask whether you want to flatten them.

For example, if you paste an Excel® chart into PowerPoint®, the Excel® chart is embedded within your presentation. Double-clicking on an embedded document will allow you to edit it with the application in which it was created.

NXPowerLite is able to flatten embedded documents by converting them into pictures.

Flattening embedded documents will reduce the size of your files considerably, but the embedded documents will no longer be editable.

Checking the 'Don't ask me this question again' box will prevent NXPowerLite from asking you whether you want to flatten embedded documents in future. NXPowerLite will remember whether you selected 'Yes' or 'No' and use this as the default setting. You can change the default setting at any time by selecting 'Settings' from NXPowerLite's 'Tools' menu and clicking on the 'Hidden Content' tab.

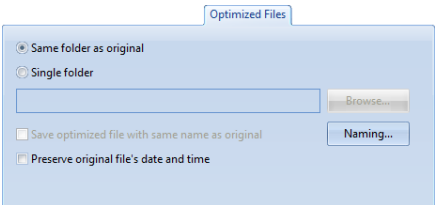
PDF: Delete private application data PDF editing applications such as Adobe Acrobat, InDesign, Illustrator and Photoshop can store editing information inside a PDF file which can considerably increase the file size.

NXPowerLite is able to remove this data while leaving a valid PDF file and without compromising the visual quality of the file. Some editing features may be disabled, but often the PDF file can still be edited in Illustrator or Photoshop since those applications can read PDF natively.

In most cases, we recommend enabling this option as it is likely to produce substantial size reductions in some PDF files.

Checking the 'Don't ask me this question again' box will prevent NXPowerLite from asking you whether you want to delete private application data in future. NXPowerLite will remember whether you selected 'Yes' or 'No' and use this as the default setting. You can change the default setting at any time by selecting 'Settings' from NXPowerLite's 'Tools' menu and clicking on the 'Hidden Content' tab.

Optimized Files Tab



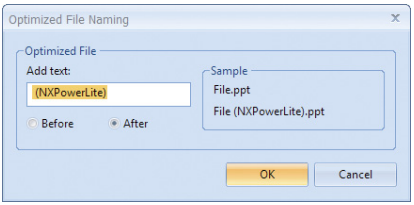
By default, NXPowerLite will save an optimized file in the same folder as the original and add '(NXPowerLite)' to the optimized file's name. You can change this behavior by selecting 'Settings' from NXPowerLite's 'Tools' menu and clicking on the 'Optimized Files' tab, or by clicking the 'Edit' button in the 'Settings' area of the main NXPowerLite window.

If you'd prefer to save your optimized files in a different folder, select 'Single folder'.

The address bar and 'Browse...' button will then become active. Type the new folder path or click the 'Browse..' button and browse to the folder.

Check the 'Save optimized file with same name as original' box if you'd like to keep the original file name.

Clicking the 'Naming...' button opens the 'Optimized File Naming' window:

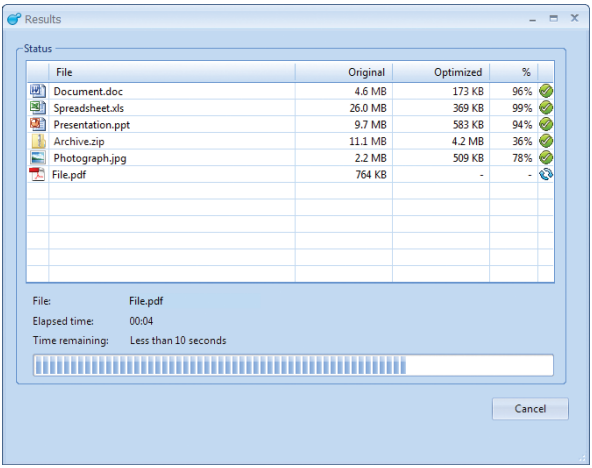


In this window, you can edit the text that is automatically added to the names of your optimized files. You can also choose whether the text appears at the beginning or end of the file name.

Additionally, you can chose to 'preserve original file's date and time'. If you select this option, your optimized files will have the same date and time information as the originals, rather than the date and time that the originals were optimized.

The 'Results' Window

When NXPowerLite Desktop Edition has finished optimizing your files, you'll be shown a summary of the results, including the reduction in file size that has been acheived:



A green tick in the right-hand column means that a file was optimized successfully.

A red cross in the right-hand column means NXPowerLite was unable to optimize the file (usually because it was already fully optimized, or because it contained no graphics or hidden data). It may also mean that an error occurred. For additional information, right-click a file and select 'Details', or double-click the icon.

Two blue arrows forming a circle means that the file is currently being processed. The icon will change to a green tick or a red cross when the file has been processed.

From the 'Results' window, you can 'Open', 'Email' or 'Zip & Email' the selected file (or files) by clicking the appropriate button (hold down the 'Shift' or 'Control' key to select multiple files).

If you select 'Open', the optimized file will be opened in your default application.

If you select 'Email', the optimized file will be attached to a blank email in your default email client.

If you select 'Zip & Email', the optimized file will be zipped and attached to a blank email in your default email client.

Right-clicking a file in the 'Results' window will enable you to perform any of these actions on either the optimized or the original file. Additionally, you can choose to view details on, or delete the optimized/original file.

Email Client Integration

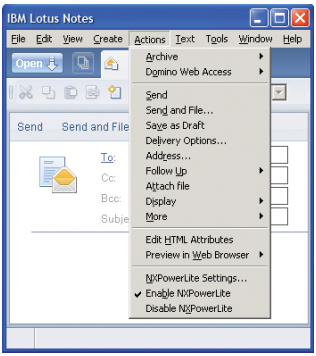
NXPowerLite Desktop Edition integrates with email clients to automatically optimize email attachments as they are sent. Currently supported email clients are Lotus® Notes®, Microsoft® Outlook®, Outlook® Express and Windows® Mail.

Lotus® Notes® Integration (Notes® 6.0-8.5)

If you installed NXPowerLite with a 'Typical' or 'Complete' setup (or ticked the 'Notes® Integration' box during a 'Custom' setup), Lotus® Notes® integration will be initially enabled.

Whenever you send an email with an attachment that NXPowerLite can optimize, it will be automatically optimized as the email is sent.

If you don't want NXPowerLite to optimize an attachment, select 'Disable NXPowerLite' from Notes®'s 'Actions' menu. Optimization will remain disabled until you re-enable NXPowerLite.



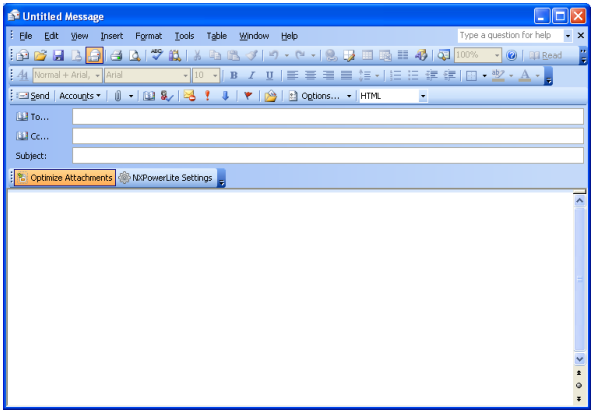
Microsoft® Outlook® Integration (Outlook® 2002-2003)

If you installed NXPowerLite with a 'Typical' or 'Complete' setup (or ticked the 'Outlook® Integration' box during a 'Custom' setup), Microsoft® Outlook® integration will be initially enabled.

Whenever you send an email with an attachment that NXPowerLite can optimize, it will be automatically optimized as the email is sent.

If you don't want NXPowerLite to optimize an attachment, click Outlook®'s 'Optimize Attachments' button to disable the feature.

Optimization will remain disabled for any new emails until you re-enable NXPowerLite by clicking the 'Optimize Attachments' button again. Once enabled, it will remain enabled for all new emails until disabled.



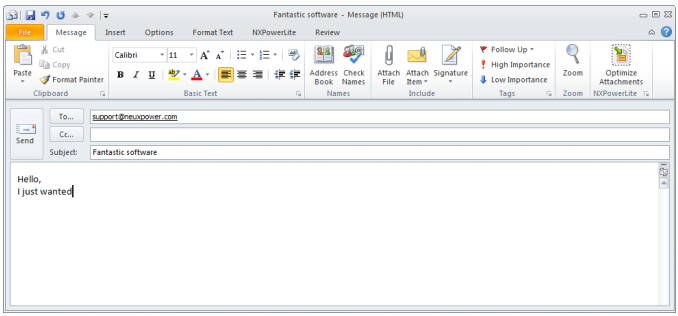
Microsoft® Outlook® Integration (Outlook® 2007-2010 32-bit)

If you installed NXPowerLite with a 'Typical' or 'Complete' setup (or ticked the 'Outlook® Integration' box during a 'Custom' setup), Microsoft® Outlook® integration will be initially enabled.

Whenever you send an email with an attachment that NXPowerLite can optimize, it will be automatically optimized as the email is sent.

If you don't want NXPowerLite to optimize an attachment, click Outlook®'s 'Optimize Attachments' button to disable the feature.

Optimization will remain disabled for any new emails until you re-enable NXPowerLite by clicking the 'Optimize Attachments' button again. Once enabled, it will remain enabled for all new emails until disabled.



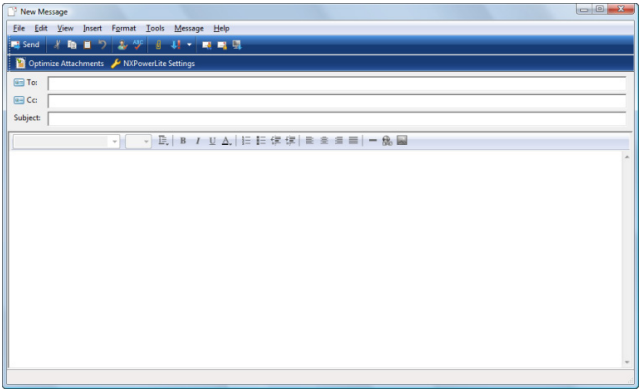
Microsoft® Outlook® Express / Windows® Mail Integration (OE / Mail 6.0)

If you installed NXPowerLite with a 'Typical' or 'Complete' setup (or ticked the 'Outlook® Express Integration' box during a 'Custom' setup), Microsoft® Outlook® Express integration (Windows® XP) or Windows® Mail integration (Windows® Vista® or later, 32-bit) will be enabled.

Whenever you send an email with an attachment that NXPowerLite can optimize, it will be automatically optimized as the email is sent.

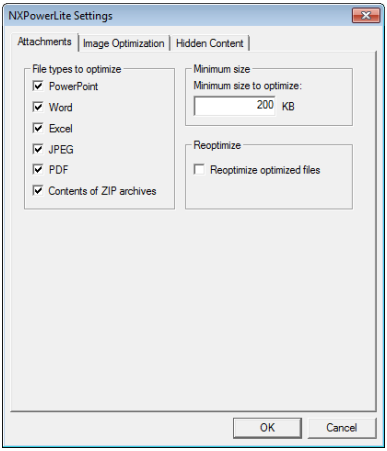
If you don't want NXPowerLite to optimize an attachment, click the 'Optimize Attachments' button to disable the feature.

Optimization will remain disabled for any new emails until you re-enable NXPowerLite by clicking the 'Optimize Attachments' button again. Once enabled, it will remain enabled for all new emails until disabled.



Email Client Settings (all supported email clients)

In any of the above email clients, selecting 'NXPowerLite Settings...' will open the 'NXPowerLite Settings' window:



On the 'Attachments' tab, you can choose which file types to automatically optimize (unchecking all boxes will disable attachment optimization). You can also set the minimum file size to optimize and choose whether to re-optimize files that have already been optimized.

On the 'Image Optimization' tab, you can choose your optimization settings (see '**Custom Optimization Settings**').

On the 'Hidden Content' tab, you can choose whether to flatten embedded documents (see '**Custom Optimization Settings**').

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